



STATE  
OF  
GEORGIA

# Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

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1. Application Date <b>November 30, 1972</b>		<b>INSTRUCTIONS</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received      Application No.      Date Completed <b>DEC 19 1972 445</b> <b>DEC 22 1972</b>	
2. Agency Application No. <b>81</b>		3. AGENCY, Division, Subdivision & Administering Office Address <b>Georgia Department of Agriculture Consumer Protection - State Fuel Oil Laboratory 5235 Kennedy Road Forest Park, Ga. 30050</b>		4. Person to Contact <b>Dr. J.D. Harvey</b> Working Title <b>State Oil Chemist</b> Tel. No. <b>361-6336</b>	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series <b>1967 to Date</b>		9. Exact Series Title <b>Fuel Oil Mobile Calibrating Unit Report Files</b>			
10. What is the function of the office in which this record series is created?  This Unit administers the Fuel Oil Act, providing for the registering of Service Stations, Inspecting, Sampling and Analysing Petroleum Products; and registering brand names of Petroleum Products. It receives applications for registration of Service Stations, issues certificates of registration for service stations, and inspects service stations for quality of products sold and volume dispensed; registers brand names for petroleum products; registers Brake Fluid Brands; and performs laboratory tests on petroleum products for quality.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).  Documents relating to Daily Activities of the Fuel Oil Mobile Calibrating Unit, listing oil companies, service stations, and/or dealers oil pumps calibrated and the results of these calibrations.  Included are: SEE ATTACHED LIST.  Files are arranged by Month, thereunder by the Day.  ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT REQUIRED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers				1/2      1	
Legal-size File Drawers		1	2	Floor Space Occupied (Square Feet)	
				In Office      In Storage Area	
				This Year's      Last Year's      Preceding Year's      All Prior Years	
				AVERAGE DAILY REFERENCED	
				1      1	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [ ] ☐ [ ]
14. Is there a duplication of this series in another office or agency? ☐ [ ] ☒ [x]
15. Is the information contained in this series ever summarized or published?  
Attach copy of summary or publication. ☐ [ ] ☒ [x]
16. Does the series contain classified information requiring security handling? ☐ [ ] ☒ [x]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [ ] ☒ [x]
18. Could the function be performed if the files were lost or destroyed? ☒ [x] ☐ [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [ ] ☒ [x]
20. Does the record series provide data as input to an EDP file? ☐ [ ] ☒ [x]
21. Does the record series contain documentation produced as EDP printout? ☐ [ ] ☒ [x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [ ] ☒ [x]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [ ] ☒ [x]

24. REQUIREMENTS. The following requires the files to be kept 2 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☒ CALENDAR YEAR ☐ FISCAL YEAR ☐ OTHER \_\_\_\_\_, then:

- ☒ Hold in the current files area \_\_\_\_\_ month(s)/ 2 year(s):  
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold \_\_\_\_\_ year(s):  
☒ Destroy.  
☐ Transfer to State Archives for permanent retention.  
☐ Destroy immediately after cut-off.  
☐ Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>EHS</i>	Date 11-30-72	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Ellis D. Sikus</i>	11-30-72
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Dyer</i>	12-20-72
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Hart</i>	12-18-72
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Robert P. Hill</i>	12-20-72

STATE RECORDS  
COMMITTEE